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FILE- 1G  
STAFFING

SEP 1974

MEMORANDUM FOR: Administrative Officer, O/DCI

SUBJECT : Request for Audit of OIG Secretarial Positions

REFERENCE : Item B. (2) of the Minutes of the CIA Management  
Committee Meeting of 11 September 1974

1. The Inspection Staff was left with two secretarial positions after its 1973 reorganization. The one incumbent serves as secretary to two inspectors, runs the registry, and is designated as both the Records Management Officer and the TOP SECRET Control Officer. The other incumbent serves as secretary to the Director of Equal Employment Opportunity, the Federal Women's Program Coordinator, and two inspectors. The positions are currently classified as GS-9 and GS-7 respectively.

2. Additionally, neither of these positions nor the one occupied by my secretary have been audited for almost 20 years. I therefore request that an audit of these three positions be undertaken as soon as practicable.

Donald F. Chamberlain  
Inspector General

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